

Aspire Job Description

Job Title:	CARPENTER	POSITION ID: CAR866
Entity:	ASPIRE DEFENCE SERVICES LIMITED (ADSL)	
Location:	WARMINSTER	
Reports to:	Maintenance Supervisor	
Key Purpose of the Role:	To undertake New, Reactive or PPM carpentry works as part of a highly skilled maintenance function within the Garrison	
Key Responsibilities:	<ul style="list-style-type: none"> • Undertake Carpentry tasks across the Garrison • Carry out reactive remedial repair actions to timber structures such as doors, windows and associated frames as required. • Preparation and subsequent installation of doors and frames from blanks as may arise day-to-day. • Ease and adjust doors and windows as necessary. • Carry out structural timber work repairs arising in line with designated engineers proposals. • Carry out timber fabrication works. • Carry out 1st & 2nd fix Carpentry & Joinery works. • Modify and re-construct timber structures as required by associated artisan tradesmen. • Attend and resolve any reactive tasking as directed by line management • Preparation and subsequent installation of doors and frames from blanks as may arise day-to-day. • Ease and adjust doors and windows as necessary. • To be able to work generally unsupervised and effectively manage daily workload • Ensure acceptable standards of productivity and workmanship are maintained in the execution of work • Ensuring the recording of all maintenance works when completed are posted through the appropriate, equipment, systems and documentation as required by the Company Management System • Ensure that all areas of areas of personal responsibility adopt and utilise ADSL QHSE policies and procedures • Not to interfere or misuse anything provided in the interests of Health and Safety or protection of the environment • Reporting of all Health and Safety defects, near misses, dangerous occurrences and spillages to the ASPIRE Helpdesk • Carry out such duties as may be reasonably required from time to time by the Line Manager or other Senior Managers • 	
Qualifications	Essential:	
		<ul style="list-style-type: none"> • Full (UK) Valid driving license • NVQ Level 2/3 or equivalent in City and Guilds

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Desirable:

- IOSH Working Safely

Experience & Knowledge:

Essential:

- Proven experience of carrying out carpentry work to a high standard
- Working unsupervised and producing good quality and timely results
- An understanding of all trades within the team and those required to achieve excellent service delivery
- An understanding of safe systems of work
- An understanding and working knowledge of other disciplines within a multi task delivery service
- Must have or be eligible to obtain MoD security clearance

Desirable:

- Proven experience of working in a maintenance environment
- MEWP
- Working knowledge of a MOD or military environment
- Previous use of working with a Mobile Device

Skills:

- Operates effectively as a competent person
- Understands the needs and implications of RAMS
- Understands the requirement of Safe Systems of work
- Ability to work on their own proficiency and carry out electrical installation work without immediate supervision in the most efficient and economical manner
- Ability to set out jobs from drawings and specification, and requisition the necessary installation materials
- Ability to accept responsibility for the proper completion of jobs and if required, supervise other operatives
- Can demonstrate a customer focused, proactive 'can do' attitude, flexible approach to working and can work as part of a team
- Problem solving & decision making
- Self-disciplined and able to use own initiative
- Good communication & interpersonal skills (written & verbal)

Date: 27 January 2020